

**ADMINISTRATIVE ASSISTANT II  
ADMINISTRATIVE ASSISTANT I**

**DEFINITION**

Under general supervision, performs a wide variety of difficult and complex secretarial and clerical duties; provides administrative support to management staff and Judicial Officers; and performs related duties as required.

**DISTINGUISHING CHARACTERISTICS**

The Administrative Assistant I class works in support of court managers. Employees within the Administrative Assistant II class work in support of judicial officers and may support court managers as well.

**ESSENTIAL FUNCTIONS**

1. Serves as a secretary to one or more Judges or professional/management staff, ensuring documents are processed in accordance with Court policies/procedures, legal mandates and timeframes.
2. Handles difficult and sensitive public contacts, serving as liaison for Judge/manager/professional staff in situations requiring tact and judgment, and answering or referring questions based upon knowledge of the Court's policies.
3. Prepares meeting materials and agendas; keeps supervisor's calendar; schedules appointments, meetings and conferences; makes travel arrangements.
4. Attends formal meetings and hearings; takes and prepares minutes which entails the ability to independently compose a summary.
5. Prepares and assists with various projects including researching, compiling, arranging and computing data, and composing reports; ensures proper and timely completion; reviews department forms and procedures; creates, revises and recommends changes to existing forms and new forms; makes recommendations regarding ways to more efficiently process documents.
6. Answers correspondence on own initiative in accordance with general policies and procedures or from general instructions; composes reports and budget justifications.

7. Takes and transcribes dictation, does machine transcription, and types from rough draft; proofs and corrects grammar, punctuation and spelling.
8. Composes brief, factual correspondence following general directions or notes; types letters, reports, numerical and technical materials and minutes from drafts, shorthand, or recorded dictation; takes dictation as required; proofs and corrects material for grammar, punctuation, spelling, accuracy, format, and conformance to administrative policy.
9. Screens and directs mail and calls; provides information requiring some interpretation of the Court's policies and procedures.
10. Keeps and maintains files, logs, and records, including budget, personnel and payroll records; maintains forms and supplies, ordering and stocking as needed; orders, receives, tracks, invoices and may distributes law books.
11. Uses Microsoft Office software including Word, Excel and Outlook to create documents and communicate with employees and the public.
12. Performs related duties as assigned.

### **MINIMUM QUALIFICATIONS**

*Administrative Assistant I* - Two years of secretarial experience in an administrative, court or legal environment or any combination of training and/or experience that could likely provide the desired knowledge and abilities. One year of business training in an approved school or training program can substitute for a maximum of six months of experience.

*Administrative Assistant II* - Three years of secretarial experience in an administrative, court or legal environment including one year of performing court-related secretarial duties is highly desirable or any combination of training and/or experience that could likely provide the desired knowledge and abilities. One year of business training in an approved school or training program can substitute for a maximum of six months of experience.

### **Knowledge of**

Modern office methods and practices; correct English usage, grammar, spelling, vocabulary and punctuation; business office correspondence; proper use of modern office machines and equipment; word processing, spreadsheet and database software applications; record keeping systems.

### Ability to

Type accurately at a speed sufficient to perform the duties of the position; understand and use a variety of business computer software including word processing, spreadsheet and database applications; apply office procedures and rules; prepare a variety of general and statistical documents and correspondence from rough drafts and dictation equipment; draft correspondence from brief instructions; organize and prioritize work load; complete work under time deadlines; maintain confidentiality of information; schedule, and arrange appointments and meetings; operate standard office equipment.

### Special Requirements

A California driver's license requirement will be reviewed on a position basis in accordance with ADA regulations.

### **PHYSICAL CHARACTERISTICS**

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to communicate with the public and court staff. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within an office; some reaching for items above and below desk level.

Revised 5/02

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